

## COMPETITION #2021-U20

**ADMINISTRATIVE ASSISTANT  
Engineering, Parks & Works Department**

Regular, Full-Time Union Position

Salary: \$29.22-\$31.78/hr

**1. FUNCTION**

Under the direction of the Director of Engineering, Parks & Works, the Administrative Assistant provides administrative support to the Department. This customer service focused position requires strong administrative, organizational, interpersonal and communication skills. The incumbent must possess the ability to work effectively and professionally with minimal supervision, and to establish priorities and multi-task. Sound knowledge of the bylaws, policies and procedures, and terminology related to the operations of the Engineering, Parks, and Works, and Bylaw Enforcement functions, is required.

**2. TYPICAL DUTIES**

- a) Receive and answer routine counter, telephone and email inquiries, or direct inquiries relating to the business of the Department to the appropriate contact. Process routine internal, inter-agency and inter-governmental inquiries and referrals.
- b) Prepare and proof correspondence, reports, notices, etc. and provide other routine administrative support services (create/design spreadsheet and data base files; prepare electronic purchase orders and obtain financial status reports; refile Department record drawings; and maintain Engineering Department document filing).
- c) Assist with preparation and posting of tender documents for municipal services and equipment. Monitor and record public feedback relating to the performance of specific public service contracts.
- d) Issue Work Orders and process Calls for Service inquiries, utility service applications, off-site service applications, and applications for dedicated plaques.
- e) Process bylaw inquiries and complaints, review false alarm reports and prepare associated letters.
- f) Process tree pruning and removal permits, permits to work in the municipal road allowance .
- g) Process and track bookings for special events, commercial use of the Tulista Boat Launch, use of public parks, and other Town facilities. This includes coordinating and acting as a liaison to external organizations planning special events.
- h) Assist in the submission of infrastructure grant applications and grant claim reports for projects in process.
- i) Access GIS and Tempest sourced information and prepare data, maps and status reports, as directed.
- j) Conduct research, conferring with government departments, agencies and groups, collecting, evaluating and compiling pertinent information and data.

- k) Prepare agendas for, attend, and take accurate minutes of the Occupational Health and Safety Committee and any other meetings as required.
- l) Perform the duties of the Administrative Assistant - Development Services in that person's absence.
- m) Perform payroll duties of the Administrative Assistant - Public Works & Parks in that person's absence.
- n) Perform other related duties as required.

**3. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- a) Knowledge of Business English and standard office practices and procedures, including records management practices.
- b) Knowledge of the bylaws, policies and procedures, practices and terminology related to the operations of the Engineering, Parks and Works, and Bylaw Enforcement functions.
- c) Ability to work effectively under pressure with tact, to maintain confidentiality, and to organize and prioritize assigned and regular work.
- d) Ability to problem-solve and work with minimal supervision.
- e) Computer skills in operating a networked PC and various programs including word processing (MS Word), spreadsheets (MS Excel), property data base (Tempest, Great Plains), mapping (Esri), email and scheduling (MS Outlook), Work Orders (Pearl) and ability to learn new computer software applications.
- f) Typing/word processing speed of at least 60 w.p.m. and ability to operate standard office equipment
- g) Ability to deal effectively and professionally with the public including developers, contractors, etc., by telephone, in writing and in person.

**4. REQUIRED QUALIFICATIONS, TRAINING AND EXPERIENCE**

- a) Completion of Grade 12, supplemented by a Certificate in Office Administration or related courses.
- b) Minimum three years administrative experience, preferably in a municipal environment.
- c) Or equivalent combination of education and experience.

**SUBMIT TO: Administration Department**

**CLOSING DATE: 4:00pm, Wednesday, September 29, 2021**